

CITY OF DURHAM, NORTH CAROLINA
EMPLOYMENT APPLICATION
101 City Hall Plaza, Durham North Carolina 27701
(919) 560-4214 phone number; fax number (919) 560-4969;
www.ci.durham.nc.us

AN EQUAL OPPORTUNITY EMPLOYER

Please complete this application in its entirety. Incomplete applications will not be accepted. In addition to your completed application you may attached a resume reflecting your work history. Your qualifications for this position will be evaluated strictly against the information you provide on this application and any supplemental questionnaire that may be required. Please list all employment or volunteer experience. Begin with your present or last position and work back at least ten (10) years. Please explain all periods of unemployment exceeding 90 days. Please advise Human Resources if you change your address and phone number. Otherwise, you may lose your opportunity for employment

PERSONAL

Date _____ Position Name _____
(one application per application)

Name _____
Last First Middle

Present Address _____
Number Street City County State Zip Code

Telephone number () home () business
E mail address

Do you desire ☐ Regular ☐ Temporary ☐ Full-time ☐ Part-time (check all that apply)

EDUCATION RECORD

A copy of your high school diploma/GED certificate may be required at time of interview.

Did you graduate from high school or receive a GED certificate? ☐ yes ☐ no

School Name	Location	Dates Attended	Did you Graduate?	Degree/Major
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High School

Business/Tech./
Vocational

Colleges/
Universities

Graduate
Schools

LICENSES

Driver's License – X those that apply For positions which require specific licenses, copies of licenses will be required at the time of interview.

Operators: ☐ C

Commerical ☐ A ☐ B ☐ C

Expiration Date _____ Number _____

List other current licenses, certifications, or registration, or registrations required for the position for which you are applying. Indicate types and dates received.

SPECIAL SKILLS/LANGUAGES

List any special skills you possess and/or equipment or office machine you can operate.

Languages (other than English) ☐ Speak ☐ Read ☐ Write

OTHER INFORMATION

If you are a City of Durham employee, what is your employment status:

☐ Regular ☐ Temporary

If you are not a current City of Durham employees, have you previously worked for the City? ☐ Yes ☐ No ☐ When?

Are you related to any member of the City Council or any person now employed by the City of Durham? ☐ Yes ☐ No If yes, complete the next line

Name _____ Department _____ Relationship _____

Have you ever been convicted of a misdemeanor, a felony, placed on probation, or given a suspended sentence in court? Include any convictions by military trial and any criminal charges for which you are awaiting trial. Failure to list convictions will result in disqualification from the hiring process or discharge from City of Durham employment.

WRITE YES OR NO _____

If you answered “YES”, explain all cases below or attach a continuation sheet.

EMPLOYMENT RECORD

May we contact this employer? ____ Yes ____ No:

Employer _____ Full-time ____ Position Title _____
Address _____ Part-time ____ Ending Salary _____
City/State _____

____ Months in this position: ____ Supervisor's Name _____
Start End Supervisor's Phone: _____

Reason (s) for Leaving _____

Describe responsibilities and duties you performed or skills you have that are required for the position for which you are applying _____

Note: Repeat the above 3 times.

PLEASE READ THE FOLLOWING STATEMENT BEFORE SIGNING THIS APPLICATION

I certify that all statements I have made on this application, and on other supplemental materials submitted with this application, are true and correct. I hereby authorize the City of Durham to investigate the accuracy of this information from any person or organization, and I release the City of Durham and all persons and organizations from all claims and liabilities arising from such investigations or the supplying of information for such investigations. I acknowledge that any false statement or misrepresentation on this application, or on supplemental material submitted with this application, will be cause for refusal to hire or for immediate dismissal at any time during the period of my employment. I understand that if I am a finalist for this position, I will be required to submit proof of U.S. Citizenship or the legal right to work in the United States, and that if I am hired. I also understand that I may be required to pass a pre-employment drug test and a pre-employment physical examination.

Applicant's Signature/Date

INTERNAL USE ONLY (do not write in this space)

Evaluation: Eligible: _____
Ineligible _____
Reason (s) _____

Typing Test Score ____ **WPM** **Tested by ESC or the City of Durham?** _____

Licenses/Certifications (please list)
